



# COVID-19

## EVENT RESPONSE PLAN

LAST UPDATED AUGUST 15, 2022



# ▶ TABLE OF CONTENTS

<u>EVENT DESCRIPTION</u>	<u>1</u>	<u>JOBSITE PRACTICES</u>	<u>3</u>
<u>COMPANY RESPONSE</u>	<u>1</u>	<u>JOBSITE ACTION PLAN: COVID-19 POSITIVE TEST</u>	<u>3</u>
<u>WORKING ENVIRONMENTS</u>	<u>1</u>	<u>EMAIL HOTLINE</u>	<u>4</u>
<u>PERSONAL TRAVEL / PERSONAL TIME</u>	<u>2</u>	<b>ATTACHMENTS</b>	
<u>HUMAN RESOURCES &amp; BENEFITS</u>	<u>2</u>	COVID-19 Scenario Flow Chart	
		Face Mask Safety	

This plan details Garney’s response to the COVID-19 outbreak. This plan provides specific details of the response under the guidelines of Garney’s Crisis Response Plan.

## EVENT DESCRIPTION

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The Center for Disease Control (CDC) and the World Health Organization (WHO) have declared an infectious disease pandemic as a result of the COVID-19 outbreak. A pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness, and then spreads worldwide easily from person-to-person.

This pandemic will most likely have a major effect on our company, other businesses worldwide, and our national economy. Employee-owners could be

absent because they are sick, must care for sick family members or for children if schools and daycare centers are closed, or are afraid to come to work.

This pandemic may be an extended event, with possible multiple waves of outbreaks in the same geographic area; each outbreak could last six to eight weeks and may occur over a year or more. It is unlikely that our employee-owners will be free from potential exposure to the COVID-19 virus.

## COMPANY RESPONSE

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The primary objectives of Garney’s response to this event are as follows:

- ▶ Protect employee-owners from contracting the COVID-19 virus in the workplace.
- ▶ Provide employee-owners with additional financial and job security during this event.

- ▶ Develop procedures to minimize the impact to operations.

The policies and procedures outlined below are being enacted.

## WORKING ENVIRONMENTS

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As of July 2022, the CDC has relaxed or removed the requirements around “indoor” restrictions. The Profit Center Officer/Director and/or Office Manager shall make the decisions on mask wearing, social distancing, and whether the entry questionnaire is required for their respective jobsites and offices. These decisions shall be made based on the local regulations for the area.

If you have flu-like symptoms (fever, dry cough, sore throat, sore muscles, stuffy/runny nose, headache), seek medical attention and do not report to the project, jobsite, or office.

All employee-owners must practice safe personal hygiene on their person and in their workspace. The following procedures are required:

- a Good hygiene.** Wash hands thoroughly with soap and hot water frequently or by using alcohol-based/waterless hand hygiene products. Avoid touching your mouth, nose and eyes.

**b Practice cough etiquette.** Cover your mouth with a tissue and cough into the tissue. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow—not your hands. Stay clear of anybody who is coughing or sneezing.

**c Appliance controls.** Do not use another person's telephones, keyboards, desks, or appliances without first disinfecting the appliance or surface with an antiviral cleaning wipe/product. Shared appliances should be disinfected after each use.

**It is recommended that you get a seasonal flu shot.** Get your seasonal influenza vaccine, unless prevented to do so because of allergies or other health reasons.

For those employee-owners working from home, adhere to the guidelines as provided by the CDC.

## PERSONAL TRAVEL / PERSONAL TIME

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Garney is following the rules for travel outside of the United States as outlined by the CDC. The link below provides the latest updates of countries

impacted. Garney is requesting all employee-owners to comply with these rules. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

## HUMAN RESOURCES & BENEFITS

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*The benefits listed in this section ended as of December 31, 2020.*

### ADDITIONAL PAID LEAVE

All salaried, office hourly, and hourly field craft employee-owners will receive an additional 10 days (80 hours) of leave, to be called "Paid Leave," beyond our normal sick leave benefits as outlined in our employee policy manuals. For salaried and office hourly employee-owners, these 10 additional days will be used prior to the normal sick leave benefits.

### WAGES DURING EXTENDED LEAVE

All salaried, office hourly, and hourly field craft employee-owners will receive at least two-thirds of their normal wages, up to 12 weeks, if they contract the COVID-19 virus, need to care for a family member who has the COVID-19 virus, or to care for a child whose school or daycare has closed due to the COVID-19 virus. Employee-owners should email [hr@garney.com](mailto:hr@garney.com) or call (816) 746-7263 to initiate this process.

Up to 14 weeks of benefits are available if conditions are met. These benefits run parallel to Family and Medical Leave (FML). FML is a benefit to our employee-owners that allows you to take unpaid leave from your job for a period of time while guaranteeing your job will be available when you return.

These benefits do not apply to union employee-owners due to their collective bargaining agreements. Employee-owners must be employed for 30 days before these benefits are available.

### FAMILY ASSISTANCE PAY

All hourly field craft employee-owners will receive a \$2 an hour assistance pay during this time.

- ▶ Does not apply to hours paid associated with other benefits (Additional 10-day [80 hours] Paid Leave, 12-week 2/3 Pay Extended Leave, or unemployment).
- ▶ Amount will be \$2.00/hour for regular time and \$3.00/hour for overtime, paid weekly as a second payroll check.

- ▶ Duration of this benefit will be as determined and communicated by the Response Team.
- ▶ There is not a minimum requirement for length of employment. All hourly field craft are eligible.

***The Family Assistance Pay benefit ended as of July 5, 2020.***

## **JOBSITE PRACTICES**

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As of May 20, 2021, the Profit Center Officer/Director and/or Office Manager shall make the decisions on mask wearing, social distancing, and whether the entry questionnaire is required for their respective jobsites and offices. These decisions shall be made based on the local regulations for the area. Unless directed otherwise, please adhere to the following guidelines:

- ▶ Emails and communications from the Response Team regarding hygiene or other jobsite safety measures should be posted in central, conspicuous locations such as trailers, break areas, job boards, and/or restroom locations.
- ▶ If a client issues safety or hygiene requirements that are stricter or in addition to those set forth in this document, follow the stricter procedures.
- ▶ Encourage employee-owners to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- ▶ Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Hand washing stations can be provided by the portable toilet providers.

## **JOBSITE ACTION PLAN: COVID-19 POSITIVE TEST**

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Human Resources will do the following:

- ▶ Assure the infected employee-owner that he/she will not be identified by name to other employee-owners as having contracted the virus, per the Americans with Disabilities Act.
- ▶ Follow the Garney COVID-19 Event Response Plan.
- ▶ The employee-owner may return to work on the sixth day and wear a mask for an additional five days.
- ▶ Most importantly, make it clear to the employee-owner that their health and wellbeing is your top priority, and that you are taking all steps possible to protect them.
- ▶ The infected employee-owner must not be identified by name to fellow employee-owners as having contracted the virus, per the Americans with Disabilities Act.
- ▶ Without disclosing the infected employee-owner's identity, advise your employee-owners an individual that has been physically present at the jobsite during the prior two days has tested positive for the virus. Encourage anyone with concerns to contact the Project Manager/ Superintendent. Use this [Employee-Owner COVID-19 TEST template](#) to communicate with the jobsite employee-owners.

## **JOBSITE RESPONSE AND CONSIDERATIONS**

The designated responsible person on the jobsite will be responsible for the following:

- ▶ Provide recommendations to your Director/COO on impacts and shut down on jobsite within the jobsite or crews depending on the specific circumstances surrounding the affected employee-owner.

## QUARANTINED EMPLOYEE-OWNERS

Human Resources will discuss basic employee-owner needs with the quarantined employee-owner to include items such as:

- ▶ Define employee-owners that are available to provide assistance
- ▶ Medical needs (pickup/delivery of prescriptions, and other related products)
- ▶ Basic needs (food, water, sanitation products)
- ▶ Develop a plan/schedule for employee-owner contact multiple times per day by Garney to include:

- Safety
- Human Resources
- Employee-owner supervisor

## EMPLOYEE-OWNERS HOSPITALIZED AWAY FROM HOME

- ▶ Make emergency contact notifications if needed.
- ▶ The Safety Manager will remain in contact with the medical facility to follow the employee-owner's condition and care.
- ▶ Determine if there is additional assistance needed by the employee-owner or their family that Garney can provide.

## OWNER/SUBCONTRACTOR REPORTING

- ▶ Director/COO to determine a list of owners, subcontractors, or others that need to be notified.
- ▶ [Job Owner or Subcontractor Letter of Notification](#) to be sent within 48 hours of a positive COVID-19 test.

*On the following page is a flow chart of how each COVID-19 scenario will work.*

## EMAIL HOTLINE

Employee-owners with questions about the above requirements may email or send a text message to [covid19@garney.com](mailto:covid19@garney.com) to get questions answered. Questions can be submitted in English or Spanish.

The [CDC](#) and [WHO](#) have the most updated information about how to protect yourself and your family. These sites are updated daily.

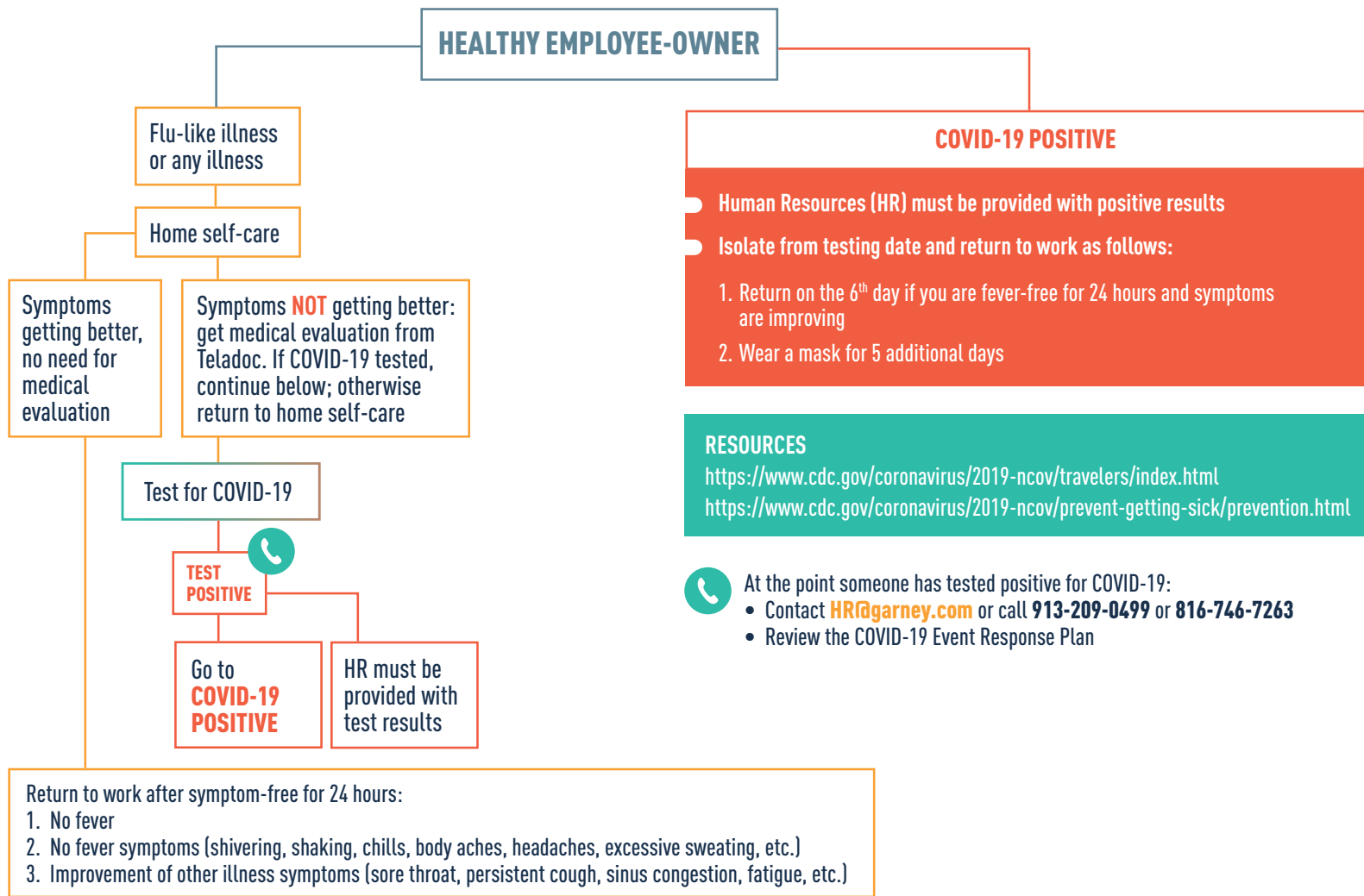
Employee-owners who believe they may have been exposed to the COVID-19 virus should contact Yvonne Waterman via email at [ywaterman@garney.com](mailto:ywaterman@garney.com) or by calling (816) 746-7229.

The management of Garney has the right to change or terminate this plan, and the outlined benefits, at any time due to the rapidly changing environment surrounding this crisis, and additional recommendations from the CDC and WHO. **This plan should be forwarded or printed for our hourly field craft employee-owners who do not have a Garney email address.** This plan will be continually updated and redistributed to our employee-owners as updates are made.

## COVID-19 EVENT RESPONSE TEAM

NAME	TITLE	EMAIL ADDRESS
Yvonne Waterman	Director - Human Resources	<a href="mailto:ywaterman@garney.com">ywaterman@garney.com</a>
Mike Heitmann	CEO	<a href="mailto:mheitmann@garney.com">mheitmann@garney.com</a>
Scott Parrish	President	<a href="mailto:sparrish@garney.com">sparrish@garney.com</a>
Mike Strong	General Counsel	<a href="mailto:mstrong@garney.com">mstrong@garney.com</a>
Meggan Krase	CFO	<a href="mailto:mkrase@garney.com">mkrase@garney.com</a>
Dan Smolik	Director	<a href="mailto:dsmolik@garney.com">dsmolik@garney.com</a>

# COVID-19 SCENARIO FLOW CHART



## CDC RECOMMENDATIONS

After being exposed to COVID-19, start precautions immediately:

- [Wear a mask](#) as soon as you find out you were exposed, and continue precautions for 10 full days. You can still develop COVID-19 up to 10 days after you have been exposed. Take precautions by wearing a high-quality mask or respirator (e.g., N95) any time you are around others inside your home or indoors in public. Do not go places where you are unable to wear a mask, including travel and public transportation settings. Take [extra precautions](#) if you will be around [people who are more likely to get very sick from COVID-19](#).
- Watch for symptoms, including fever (100.4°F or greater), cough, shortness of breath, and [other COVID-19 symptoms](#). If you develop symptoms, isolate immediately, get tested, and stay home until you know the result. If your test result is positive, follow the [isolation recommendations](#), get tested on day 6 (at least 5 full days after your last exposure). Test even if you don't develop symptoms. If you already had COVID-19 within the past 90 days, [see specific testing recommendations](#). If you test negative, continue taking precautions through day 10 by wearing a high-quality mask when around others at home and indoors in public. You can still develop COVID-19 up to 10 days after you have been exposed.



# FACE MASK SAFETY



To protect yourself and others from COVID-19, CDC continues to recommend that you wear the most protective mask you can that fits well and that you will wear consistently.

Some masks and respirators offer higher levels of protection than others, and some may be harder to tolerate or wear consistently than others. Whatever product you choose, it should provide a good fit (i.e., fitting closely on the face without any gaps along the edges or around the nose) and be comfortable enough when worn properly (covering your nose and mouth) so that you can keep it on when you need to.

It is important to recognize that the best way to prevent airborne transmission of this virus is to use a combination of methods, not rely solely on PPE. Wearing of these mask options should not relieve individuals from maintaining proper social distancing and staying away from work if experiencing COVID-19 symptoms.

## CLOTH FACE MASKS

A cloth face mask is a covering designed as a barrier to reduce the spread of moisture droplets from the mouth or nose from one individual to another.

### HOW TO WEAR

- 1) Should fit snugly but comfortably against the side of the face
- 2) Should be secured with ties or ear loops
- 3) Should include multiple layers of fabric
- 4) Should allow for breathing without restriction
- 5) Should be able to be laundered and machine dried without damage or change to shape
- 6) Individuals should be careful not to touch their eyes, nose, and mouth when removing the face covering and should wash their hands immediately after removing
- 7) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance



### PROPER CARE

- 1) They should be routinely washed depending on the frequency of use. Someone wearing a mask throughout an entire day should wash it every night
- 2) If a mask gets moist as a result of perspiration throughout the day, it should be replaced at least once a day
- 3) When removing the mask, it should be contained in a plastic sealable (Ziploc) bag with the employee-owner's name and not allowed to lay on a table or other surface that may contaminate that surface
- 4) A washing machine should suffice in properly washing a face covering



Wear a gaiter with two layers or fold it to make two layers.



# SURGICAL MASKS

A surgical mask is a loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment.



## HOW TO WEAR

- 1) Should fit snugly but comfortably against the side of the face
- 2) There should be no gaps around the sides of the face or nose
- 3) Should be secured with ties or ear loops
- 4) Should allow for breathing without restriction
- 5) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

## PROPER CARE

- 1) Surgical masks are not intended to be used more than once
- 2) If mask is damaged or soiled, it should be replaced
- 3) If breathing through the mask becomes difficult, it should be replaced
- 4) Individuals should be careful not to touch their eyes, nose, and mouth when removing the mask and should wash their hands immediately after removing
- 5) Masks should be disposed of properly in a waste container with a plastic bag

# N95 & KN95 RESPIRATORS

Respirators are made to protect you by filtering the air and fitting closely on the face to filter out particles, including the virus that causes COVID-19. They can also contain droplets and particles you breathe, cough, or sneeze out so you do not spread them to others.

The “N95” designation means that when subjected to careful testing, the respirator blocks at least 95 percent of very small (0.3 micron) test particles. If properly fitted, the filtration capabilities of N95 respirators exceed those of face masks.

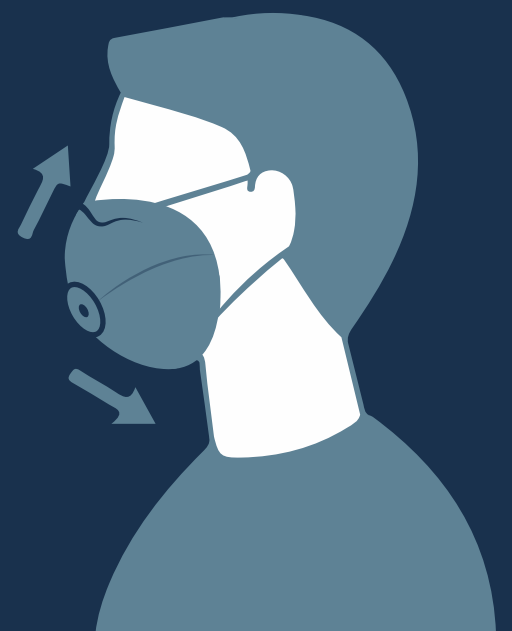
KN95 are the most widely available respirators designed and tested to meet international standards.

## HOW TO WEAR

- 1) Each user should be fit tested with the respirator for a secure seal around the nose and mouth
- 2) Respirators cannot be worn effectively by individuals with facial hair because a secure fit is not possible
- 3) Should allow for breathing without restriction
- 4) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

## PROPER CARE

- 1) N95 respirators are disposable devices
- 2) If respirator is damaged or soiled, it should be replaced
- 3) If breathing through the mask becomes difficult, it should be replaced
- 4) Individuals should be careful not to touch their eyes, nose, and mouth when removing the mask and should wash their hands immediately after removing
- 5) Respirators should be disposed of properly in a waste container with a plastic bag



# RESOURCES

<https://www.osha.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>

<https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf>

